Kentucky Department of Education
Our Children, Our Commonwealth

Staff User Guide
Lexiflow Viewer
Google Chromebooks
(the digital Text Reader Viewer)

K-PREP
Kentucky Performance Rating for Educational Progress
Spring 2017

February 1, 2017
Version 1.1

KENTUCKY

K-PREP
Kentucky Performance Rating For Educational Progress

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Introduction

This guide explains how to install the Locked Down Browser (LDB) for Chromebooks running Chrome OS to be used with the Lexiflow digital test Viewer for K-PREP Spring 2017. Please read the Student Lexiflow User Guide for details on how to use the Lexiflow Viewer.

The Lexiflow Viewer replicates a view of a page from the original paper test on the computer screen and it operates the same way for Microsoft Windows OS, Apple OS for Macs, Apple iOS for iPads, and Chrome OS for Chromebooks. Within the Lexiflow Viewer students will be able to control the read aloud accommodation. Students will continue to use the paper student test booklet and student response booklet for answer responses.

1. Enroll Chromebook

The Chromebook needs to be enrolled before you can setup the LDB. Here are instructions for your school's technical staff member.
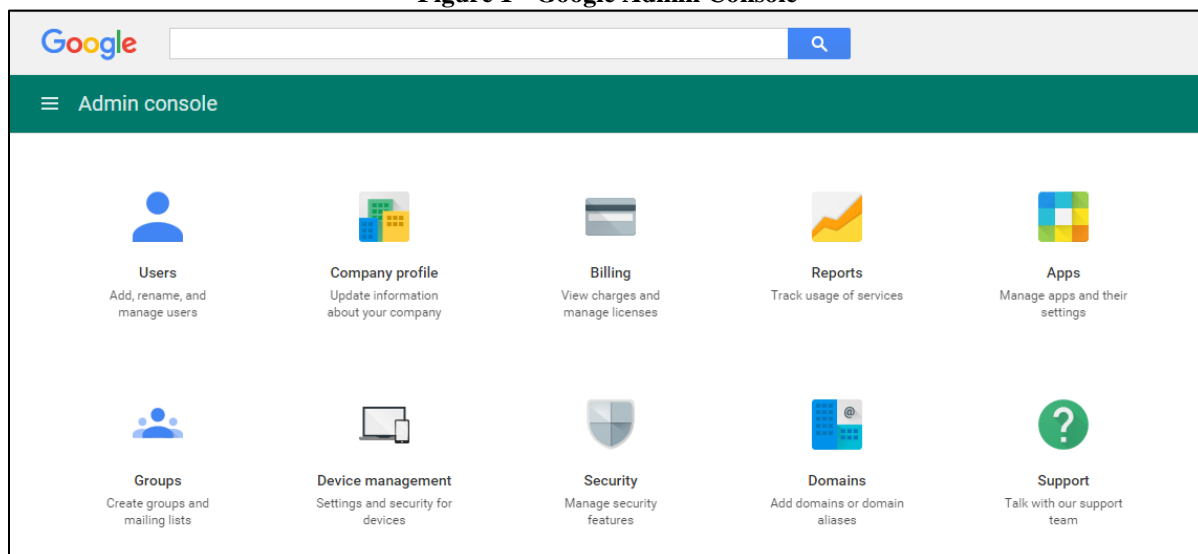https://support.google.com/chrome/a/answer/1360534?hl=en

2. Enable Auto Launch

To enable Auto Launch of the Lexiflow Locked Down Browser for Chromebooks running Chrome OS (LDB):
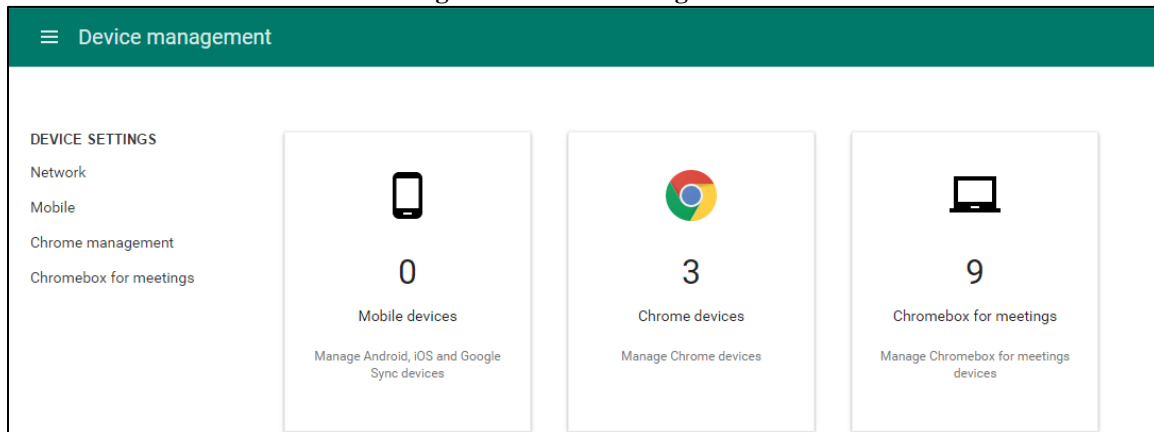   2.1. Go to https://admin.google.com and click on the 'Device management' icon shown in Figure 1.

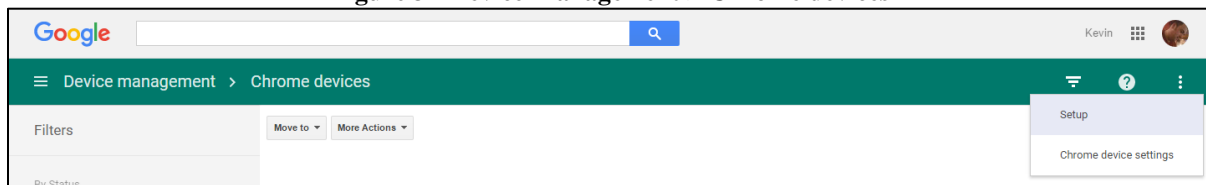**Figure 1 - Google Admin Console**

2.2. Click on the 'Chrome devices' tile on the Device management page, as shown in Figure 2.
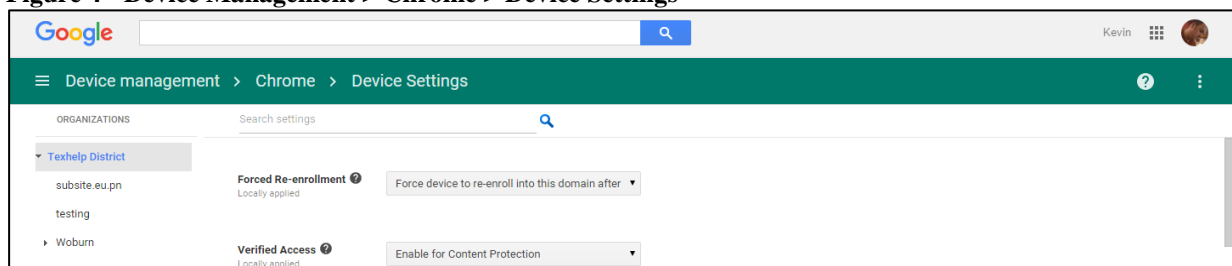
Figure 2 - Device management

2.3. Click on the three vertical dots in the top right corner of the Chrome devices page and then click on the 'Chrome device settings' in the drop down menu, as shown in Figure 3.

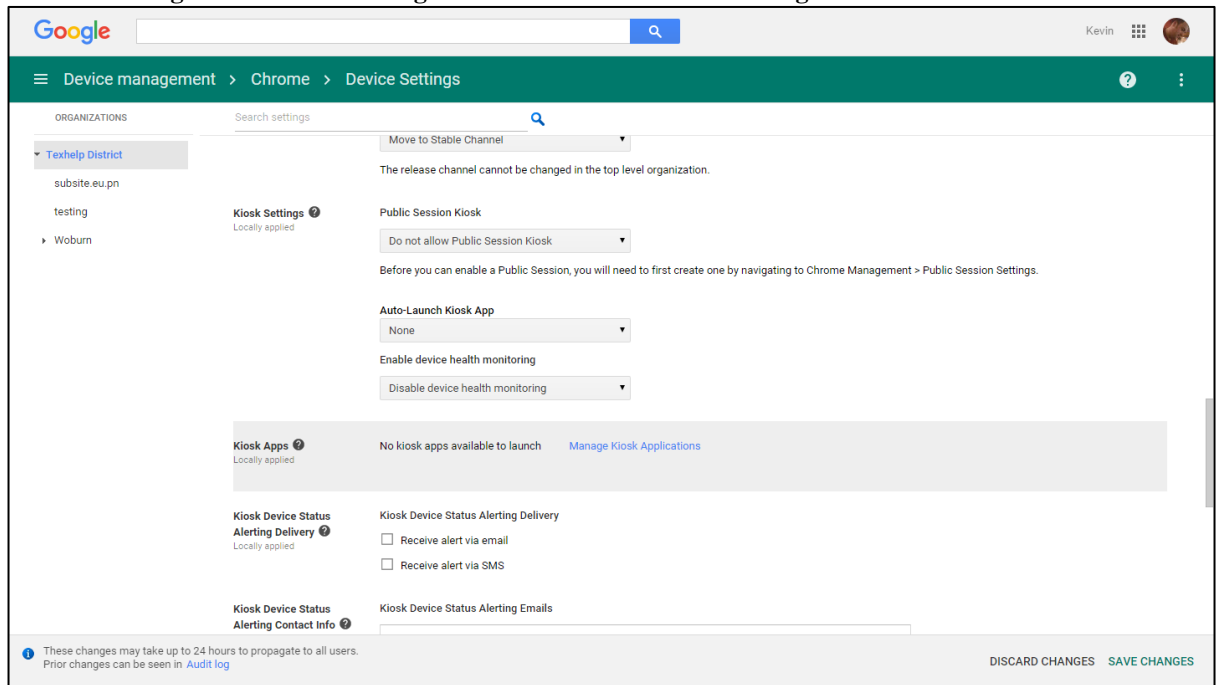Figure 3 - Device Management > Chrome devices

2.4. Choose the Organization that you want to deploy the LDB to by clicking on it on the left, as shown in Figure 4.
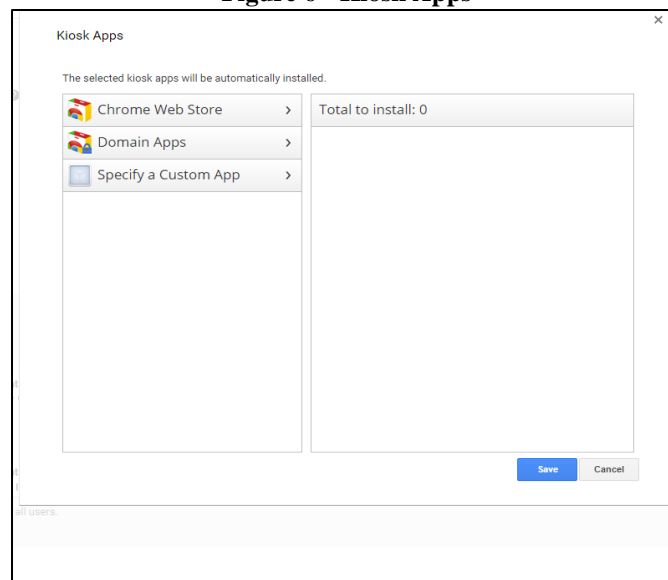
Figure 4 - Device Management > Chrome > Device Settings

2.5. Scroll to Kiosk Apps on the Device Settings page and click on Manage Kiosk Applications, as shown in Figure 5.

Figure 5 - Device Management > Chrome > Device Settings continued

2.6. Manage Kiosk Applications, as shown in Figure 6.

Figure 6 - Kiosk Apps

2.7. Click 'Specify a Custom App' in the Kiosk Apps dialog box shown in Figure 7.

Figure 7 - Kiosk Apps

2.8. Add jgbfjfgcnmcpbbihefibdbhofjmmhdcc to the ID and
https://chrome.google.com/webstore/detail/chrome-os-lock-down-brows/jgbfjfgcnmcpbbihefibdbhofjmmhdcc to the URL field.

2.9. Click Auto-Launch Kiosk App and select jgbfjfgcnmcpbbihefibdbhofjmmhdcc or Lexiflow Locked Down Browser for Chrome OS in the drop down.

2.10.   Click Save Changes in far right corner, as shown in Figure 8.

Figure 8 - Save Changes

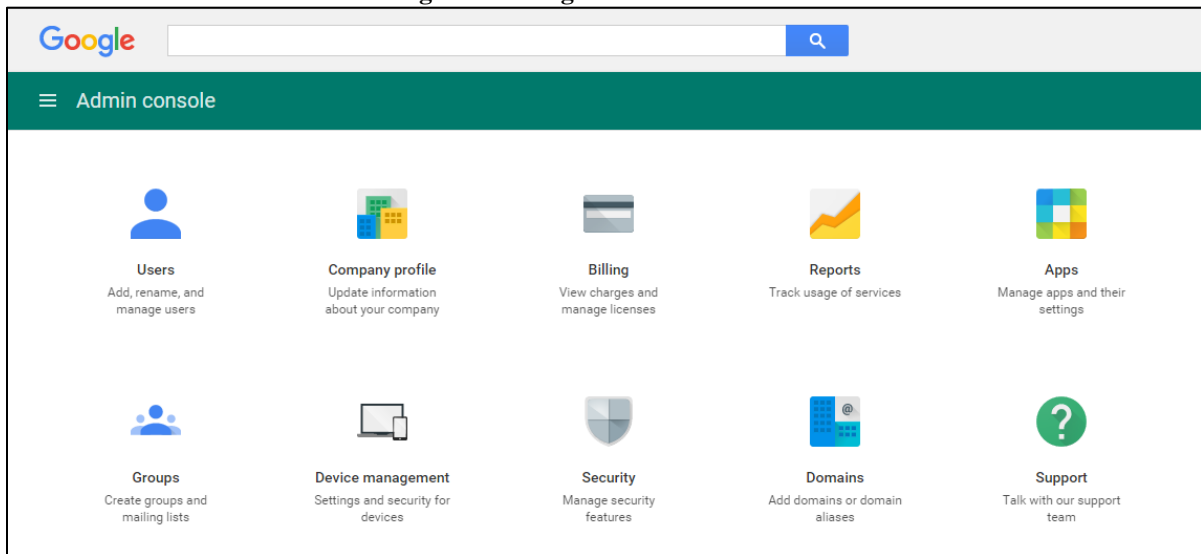2.11.   This should now have setup the Chromebooks to Auto Launch the LDB.

2.12.   When you start the Chromebook, it should now launch the LDB automatically.

2.13.   When you want to exit the test restart the Chromebook, when the Chromebook restarts you will have 5 seconds to press Ctrl+Alt+S (or the on screen commands) to exit the auto launch of the locked down browser. You will need to do this every time until you disable the auto launch.
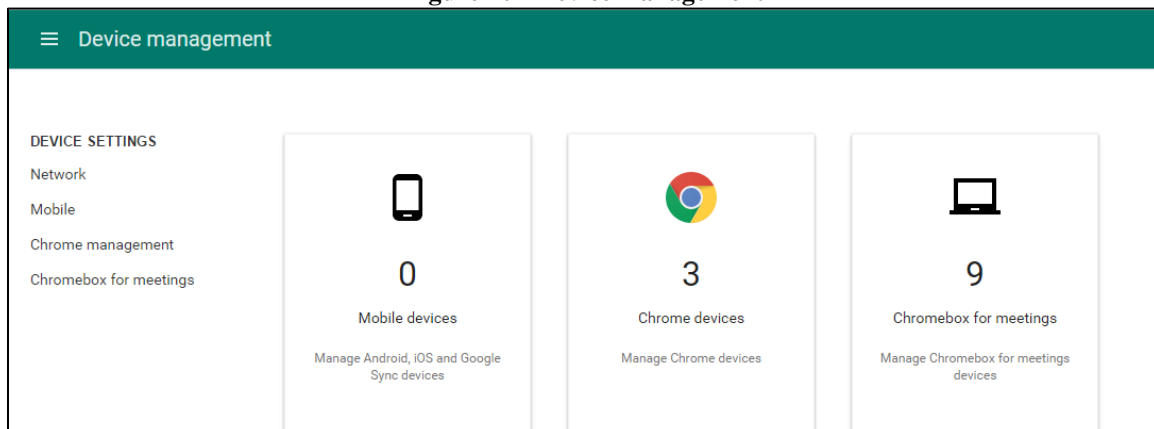
3. Disable Auto Launch

3.1. Go to https://admin.google.com and click on the Device management icon, as shown in Figure 9.
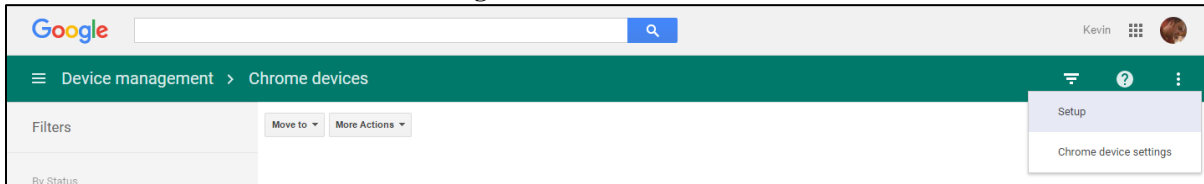
Figure 9 - Google Admin console

3.2. Click on Chrome devices on the Device Management page, as shown in Figure 10.
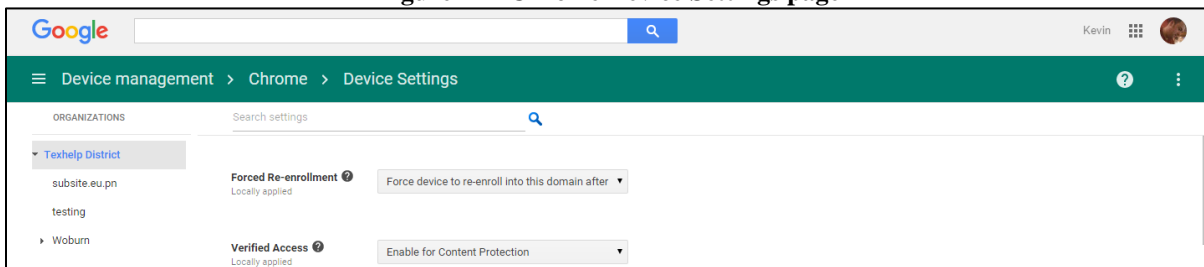
Figure 10 - Device management

3.3. Click on the 9 dots in the top right corner and select 'Chrome devices settings', as shown in Figure 11.

Figure 11 – Chrome devices
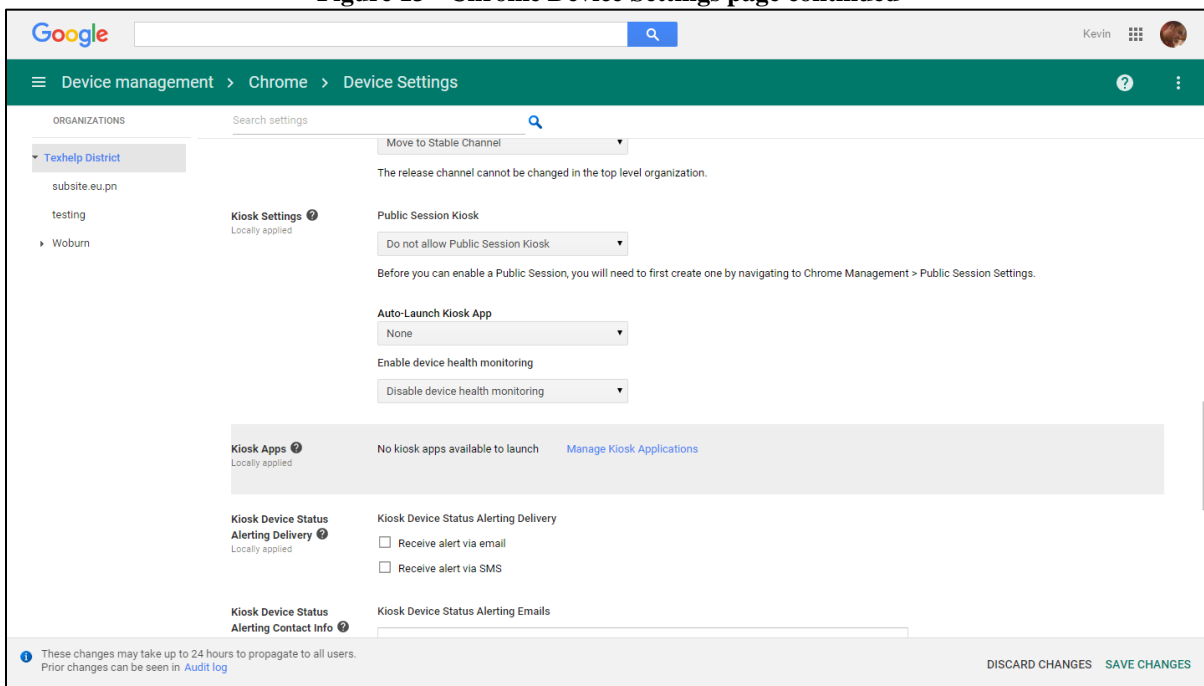

3.4. On the Chrome Device Settings page click on the Organization that you want to disable the LDB, as shown in Figure 12.

Figure 12 - Chrome Device Settings page

3.5. Scroll down the Chrome 'Device Setting' page to the 'Kiosk settings' and click on 'Auto-Launch Kiosk App' menu drop and select 'None,' as shown in Figure 13.

Figure 13 - Chrome Device Settings page continued

4. Testing the LDB without the Chromebook Kiosk Mode in place

If you want the students to practice with the Locked Down Browser and the Samplers on their Chromebooks before the students take the actual assessments, you can install the Locked Down Browser by installing it on their Chromebook.

4.1. To install the LDB follow this link https://chrome.google.com/webstore/detail/chrome-os-lock-down-brows/jgbfjfgcnmcpbbihefibdbhofjmmhdcc

4.2. **Note: the student will be able to leave the Locked Down Browser, since the Chromebook has not been placed in Kiosk mode.**

5. How to open a secured test in the Lexiflow Viewer

5.1. The Locked Down Browser will open to the Login Screen for the Lexiflow Viewer, while securing the desktop so that students can only visit the Lexiflow Viewer, if prepared via Steps 1 to 3 above.
    5.1.1. It will not be necessary to type in a URL address, since the Locked Down Browser will automatically go to the correct URL address.
    5.1.2. Please use a single monitor set up. The Locked Down Browser will not secure a two monitor set up.
    5.1.3. Please close all applications prior to opening the Locked Down Browser.

5.2. For the actual assessment day the staff member will login the Username and Password for the student. Please do not share the student's Username and Password with the student.

5.3. For practice sessions with the Samplers the students can open the Locked Down Browser and then login the Username and Password provided to access the Samplers.

5.4. Please see the Student Lexiflow User Guide for information on navigating within the Lexiflow Viewer.